Proposed Mission and Function Statement

OFFICE OF SCIENCE OFFICE OF THE DEPUTY DIRECTOR FOR RESOURCE MANAGEMENT

OFFICE OF BUDGET

MISSION

The Office of Budget manages the budget formulation, budget execution, and strategic planning processes for the Office of Science (SC) on behalf of the SC Director and Deputy Director for Science Programs (SC Programs). The Office of Budget (OB) also ensures that SC program funds are used in accordance with the intent of the appropriation, financial management restrictions are not violated, proper accounting controls and practices are maintained, and adequate performance measures are in place to evaluate SC programs effectively.

The Office of Budget supports the Office of Science mission to foster, formulate, and support cutting edge basic research programs which advance the science and technology foundations necessary to accomplish Department of Energy (DOE) missions.

ORGANIZATIONAL STRUCTURE

- 1. Office of the Director
- 2. Financial Analysis Division
- 3. Resource Analysis Division
- 4. Policy Analysis Division

FUNCTIONS

Office of the Director

- 1. Provide overall management direction and functions for the Office of Science Budget Office.
- 2. Formulate goals, strategic direction, priorities, and plans for the Office of Budget.
- 3. Direct and supervise the development, initiation, and implementation of SC-specific policies, plans, and procedures for budget formulation and budget execution
- 4. Oversee the SC budget formulation and execution processes leading to development of the DOE Corporate Review Budget (CRB), the budget submitted to the Office of Management and Budget (OMB), and the President's Request budget narrative justifications. Assist the Director of Science in the defense of the budget through DOE, OMB, the Office of Science and Technology Policy (OSTP), and Congressional committees. Oversee the execution of appropriated funds.
- 5. Integrate planning and budgeting activities through establishment of linkages among the strategic plan, program plans, and SC budgets.

- 6. Develop and maintain working relationships with the SC Director, Deputy Director for SC Programs, Deputy Director for Field Operations, and Associate Directors; the DOE Headquarters (HQ) budget and planning staff; the Chief Financial Officers in the Chicago and Oak Ridge Offices; and staff from OMB, OSTP, and Congressional Authorization and Appropriation Committees.
- 7. Provide independent advice and recommendations to the SC Director and Deputy Director for SC Programs regarding budget issues.

Financial Analysis Division

- 1. Oversee appropriated SC funds for programs that emphasize physical science research to ensure that they are used in accordance with the intent of the appropriation, that financial restrictions are not violated, and that proper accounting controls and practices are maintained. The programs and areas of responsibility assigned to the Financial Analysis Division are:
 - Fusion Energy Sciences
 - High Energy Physics
 - Nuclear Physics
 - Safeguards and Security
 - Science Program Direction
 - Workforce Development for Teachers and Scientists
- 2. Provide advice and recommendations to the Office of Budget Director regarding the budget/planning justifications for operating expenses, capital equipment and construction in coordination with SC management for the needs specific to physical science programs. Based on input from the program offices and contractor data input, determine and prepare budget and planning data for the Office of Budget Director.
- 3. Provide necessary information relevant to questions from the Office of the Chief Financial Officer, OMB, and Congressional committee staffs on matters related to physical sciences programs budget policies.
- 4. Prepare data and information for the SC Director's and Associate Directors' Congressional testimony, statements for OMB hearings, and other presentations related to budgetary, financial, and staffing matters as related to assigned programs. Advise the Director, Associate Directors and Deputy Directors on strategies for defense of budgets and participate in DOE, OMB, and Congressional hearings. Review and edit Congressional Authorization and Appropriation Committee transcripts, and assist in the preparation of material requested for the record.
- 5. Maintain a system of budgetary controls, records, and reviews to ensure orderly and proper budget execution, including control of allotments, management of financial plan changes, establishment of audit trails, and adherence to DOE/OMB budgetary policies and procedures.
- 6. Generate budget and execution recommendations specific to the physical science programs funding strategies for Associate Directors, the SC Director and Deputy Directors, and the Budget Director.

Resource Analysis Division

- 1. Manage the budgetary formulation, presentation, and execution functions for materials, chemical, energy, biological, environmental and computing science research programs to ensure that expenditures reflect the intent of the appropriation, that financial mandates are observed according to proper accounting regulations. The programs and areas of responsibility assigned to the Resource Analysis Division are:
 - Basic Energy Sciences
 - Biological and Environmental Research
 - Advanced Scientific Computing and Research
 - Science Laboratories Infrastructure
 - Congressionally Directed Projects
 - Crosscuts
- 2. Provide analysis to the Budget Director as well as Director and Deputy Director for SC Programs to ensure that all budget and execution actions are consistent with SC, DOE, and Congressional policies and guidance. Advise the Budget Director on problem areas and recommended courses of action.
- 3. Serves as the point of contact with the Office of the Chief Financial Officer, OMB, and Congressional committee staffs on specific matters related to materials, chemical, energy, biological, environmental and computing science research programs. Prepare and update information for Congressional testimony, statements for OMB hearings, and other presentations related to budgetary, financial, and staffing matters as related to assigned programs.
- 4. Manage the input of budgetary and execution data for assigned programs into SC information system to provide accurate and timely data for the Director of Science, the Associate Directors, Deputy Directors, DOE Offices, OMB, Congressional committees, and other organizations.
- 5. Review, analyze, and recommend positions, as appropriate, to the SC Director and Deputy Directors on Federal and DOE procedures related to financial; budget; accounting; and planning, programming, and budgeting matters as they affect the assigned SC programs. Participate in the preparation of planning, programming, and budgeting documents for SC and in their presentation and defense before SC management, other DOE Offices, and with Secretarial officials and staff.
- 6. Develop fiscal program strategies and plans specific to the needs of materials, chemical, energy, biological, environmental and computing science research programs. Analyze inputs from program staff and contractors and provide recommendations on these strategies and requirements to the Associate Directors and to the SC Director and Deputy Director for SC Programs.

Policy Analysis Division

- 1. Provide oversight for the management of the various audit requests from the Inspector General (IG) and Government Accountability Office (GAO) and coordination of A-123 and Federal Managers' Financial Integrity Act (FMFIA) internal control assessment activities.
- 2. Review, analyze, and recommend positions to the SC Director, Associate Directors and Deputy Directors, as appropriate, including DOE procedures related to financial; budget; accounting; and planning, programming, and budgeting policies as they affect the SC program.

- 3. Provide expert advice to upper management and program officials on budget operations policy, operational procedures, information systems, and audit coordination. Implement operational tools and procedures to facilitate generation of regular report requests.
- 4. Develop strategies for the selection of technology necessary to implement e-Gov principles and requirements within the Office of Budget, including the application of DOE's iBudget and the iManage reports portal. Develop policies related to the design and implementation of budgetary information systems. Provide timely response to ad-hoc requests such as testimony transcript reviews and development of presentation materials.
- 5. Analyze program data and perform advanced analytical functions, including crosscutting data calls and uncosted reports. Coordinate responses to various tasking from various groups including Q&A's from OMB, budget data requests, issue papers, etc.
- 6. Participate in the preparation of planning, programming, and budgeting documents for SC and in their presentation and defense before SC management, other DOE Offices, and with Secretarial officials and related staff.
- 7. Manage systems of budgetary controls, records, and reviews to ensure orderly and proper budget execution, including control of allotments, management of financial plan changes, establishment of audit trails, and adherence to DOE/OMB budgetary policies and procedures.
- 8. Operate and update as necessary a financial management information system for the Office of Budget to capture and generate accurate and timely data for the Director of Science, Associate Directors, Deputy Directors, DOE Offices, OMB, Congressional committees, and other organizations.